SDCCD Online
San Diego Community College District

Keyboarding for Computers

CBTE 103

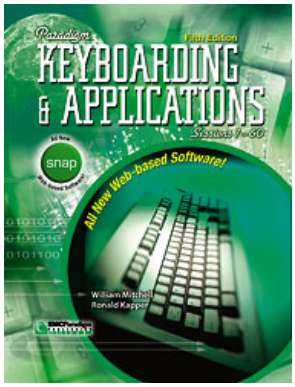
INSTRUCTOR INFORMATION

COMPUTER BUSINESS TECHNOLOGY 103
Beginning Computer Keyboarding
CRN **87841**
3 UNITS – 90 HOURS
PREREQUISITES: ADVISORY ONLY

Instructor: Hank Beaver
Office: LRC 461
Office Phone: (619) 388-2517
E-mail address: hbeaver@sdccd.edu

COURSE MATERIALS

Textbook



☐ **NEW Paradigm Keyboarding:Sessions 1-60, Fifth Edition**

WITH USER'S MANUAL—This must be purchased with the textbook!
William Mitchell, Consultant; Ronald Kapper, College of DuPage
2006 • 352 pages

ISBN: 0763823066

☐ **USED**--If you buy a USED TEXT, you **must** supplement with a **NEW** USER'S GUIDE from the MESA COLLEGE BOOKSTORE

ISBN: 0763823090

☐ ***USB Flash drive for storing documents and reports***
You may also save to your computer hard drive. It is advisable to make a KEYBOARDING folder on the desktop for ease finding your Assignment Files.

COURSE OBJECTIVES

- To gain complete control of the keyboard and develop the locational security necessary to permit quick, rapid stroking.
- To reach **40** or more words a minute and a level where stroking is automatic. (See Grade and WAM scale)
- To build basic level mastery on straight-copy material
- To reinforce the English language
- To introduce the concept of thinking and keying simultaneously (composition).
- To teach and reinforce proper stroking techniques, correct body positioning at the keyboard and a neat work environment
- To introduce ergonomic tips regularly throughout the class to minimize repetitive stress injuries associated with keyboarding.
- To create and manage files
- To create memos, letters, reports, manuscripts, and tables
- To check documents for speed and accuracy
- To save results to a student report

PERFORMANCE OUTCOMES

Straight Copy

- Key at 40 or more words a minute for at least five minutes with one error or less per minute at least two times. For grading purposes, these WAM rates will be converted to points. See FINAL TIMINGS at the end of this syllabus

Points for FINAL TIMINGS	WAM
60	40
50	35
40	30
30	20
20	10

POLICIES

☑ ***IMPORTANT*** After logging into your website at the beginning of the semester, complete the following:

1. Print out the course syllabus and read it thoroughly
2. Take note of the due dates on the calendar
3. Email your instructor with your contact information—email and phone number
4. Post a discussion board message to the class introducing yourself (Post in the Introductions Folder)

☑ ***IMPORTANT*** **You must log into your class, do the Orientation and start Assignment 1A prior to Thursday, September 4, 2008** or your instructor will drop you from this course for non-attendance.

☑ In this online course, you will have completed the requirements for the course if you complete the orientation assignment, lesson assignments (1-12), technique reviews (1-2), final timings, and participation through discussion board postings (one each after Assignments 1-12 and one each after Technique Reviews 1 and 2).

☑ ***IMPORTANT*** You must log into your class REGULARLY or your instructor will drop you from this course.

☑ ***IMPORTANT*** If for any reason you feel that you will not be able to complete the course, it is your responsibility to officially withdraw from the course on or before the last drop date — **October 31, 2008.** After November 5, you will receive a grade for the course based on the work you have turned in. Absolutely **NO** drops will be allowed after **October 31.**

☑ **PARTICIPATION POINTS** Your participation points (100 points out of a possible 500 points for the course) are a significant portion of your grade. In order to earn the maximum participation points, it is critical that your postings discuss the content in the assignment just finished and that they are substantial. For example, you might include what you learned, any difficulties you experienced, or improvement you have seen in your performance. If you write only a sentence or two and indicate that "I'm finished" or "it didn't take as long as a thought it would," you will not earn maximum points for the posting.

☑ **You may redo most assignments one time (technique reviews and the skills assessment are not eligible for a redo).** For a chance to redo**,** your original submission must be turned with enough time remaining before the deadline to allow for a 24-hour turnaround for grading. The redo work must then be submitted by the due date for the assignment. All redo assignments must be submitted to the "**Redo**" dropbox, or as an attachment to e-mail in the course website.

☑ Once assignments have been graded, the points earned will transfer to your online grade book. A grade will be assigned at the end of the semester.

☑ If you encounter any difficulties in your class, either with the material or with completion of the class, contact your instructor immediately. Do not wait until the end of the semester to let your instructor know you are having problems.

☑ ***IMPORTANT NOTE TO VETERANS*** You are to treat this course as if it were a class that meets 3 times per week. You will be dropped if your attendance (participation) falls below one login or 6 hours per week. In all instances, stay in regular contact with your instructor.

Enrollment in college assumes maturity, seriousness of purpose and self-discipline. Every student is expected to fulfill the requirements of all classes for which they are registered. (See College Policy 3110).

DISABLED STUDENTS PROGRAMS AND SERVICES

Students with disabilities who may need academic accommodations should discuss options with their professors immediately. The Disabled Students Programs and Services (DSPS) page may provide more information. http://www.sdccdonline.net/dsps.htm

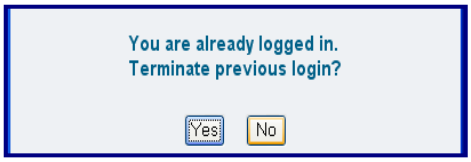
ATTENTION: We have made every effort to ensure that this course is accessible to all students, including students with disabilities. If you encounter a problem accessing any portion of this course, please contact us immediately.

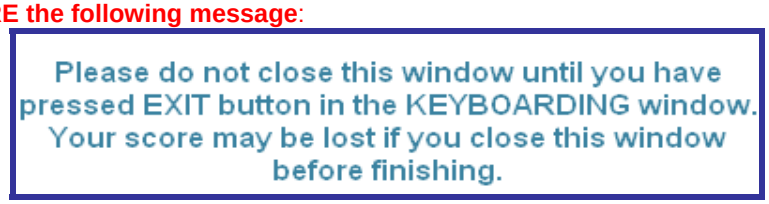
ONLINE LEARNING READINESS ASSESSMENT

To find out if you have the technical and student skills necessary to succeed with online learning, take the Online Learning Readiness Assessment.

IMPORTANT DATES

First Day of Semester	August 25, 2008
Last Day to Add	September 5, 2008
Last Day to Withdraw with "No W"	September 5, 2008
Last Day to Drop and Be Eligible for a Refund	2008
Last Day to Withdraw with "W"	October 31, 2008
Last Day to Redo Work/Final	December 18, 2008
Last Day of Semester	December 18, 2008

<table>
<tr><th colspan="2">GENERAL DIRECTIONS—CBTE 103</th></tr>
<tr><td>PARTICIPATION</td><td>★★★ Participation is measured by the quality postings you contribute to the class after each assignment.
SEE PARTICIPATION REQUIREMENTS AT THE END OF THIS SYLLABUS</td></tr>
<tr><td>LOGGING INTO THE KEYBOARDING WEBSITE</td><td>
▪ From the HOMEPAGE of Blackboard/Vista, click START HERE.
o View the Welcome Video from Professor Beaver if you have not already seen it
o Print your Syllabus
▪ Email your instructor to obtain your Login Name.
▪ Login to Keyboarding Sessions with your Login Name and Password (located on the inside of the User's Guide - Must be a new guide, not used
▪ You will first see the HOME tab. The Welcome Screen appears.
o NOTE: A date will appear when you <u>enter</u> an exercise. Having the date appear does not mean that you have actually completed an activity.
▪ When you log in after this first time, you may get this screen. Click YES.


▪ You will learn below how to view and submit the sessions you complete.
▪ Complete all on-screen exercises. These will be only on the screen. Try to concentrate letting your brain tell your fingers what to do. Your eyes should not tell your fingers what to do. Do NOT LOOK AT YOUR HANDS.
▪ Complete all textbook activities (Do not skip any.) In Session 1, these exercises begin on page 4. Read all informational material.
▪ Look only at the textbook. Glance only momentarily at your hand placement. Your head should move 99% horizontally (sideways) and only 1% vertically (up and down)
</td></tr>
<tr><td>HOW TO VIEW YOUR PROGRESS REPORT</td><td>
▪ View your <u>Progress Report</u> at the start and end of each work session. REPORTS/PROGRESS REPORT
▪ This progress report will show you what you have done and what you need to complete.
▪ CLICK the first session of your assignment. Then, hold down the SHIFT key and click the last session of your assignment. (Assignment 1 consists of Sessions 1-6)
▪ Note which exercises have NOT BEEN completed. They will have an X next to them. Complete any of these unfinished exercises.
▪ Then, continue on where you left off during your previous work session.
▪ Re-do a few previous exercises if you feel you need extra practice.
</td></tr>
<tr><td>EXITING EACH WORK SESSION</td><td>
▪ Exit the software by clicking on the red X in the upper right corner.
▪ IGNORE the following message:

Please do not close this window until you have pressed EXIT button in the KEYBOARDING window. Your score may be lost if you close this window before finishing.

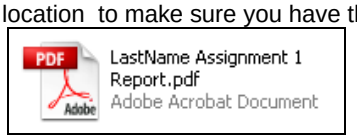
▪ Before you leave each day, view your Progress Report (see above) to see if you have missed any exercises in a session.
▪ Try to finish a complete session before you exit. Or, mark your book indicating where you need to start at your next work session.
</td></tr>
<tr><td>HOW TO SUBMIT AN ASSIGNMENT</td><td>Follow the directions below on how to submit an assignment.
Each assignment will show a report for each unit.
Only Unit 1 is divided into two parts—Assignment 1a and Assignment 1b.</td></tr>
</table>

When you need to submit Assignment 1a:

- Do not skip any assignments.

1. From the Paradigm **Welcome Screen (HOME TAB)**, click on **Reports/Progress Reports**
2. Click the first lesson in your assignment (for Assignment 1 this will be Sessions 1-6)
3. Hold down the SHIFT key and scroll to the last lesson in your assignment (for Assignment 1a this will be Session 6).
4. Click on Session 6. (**Lessons 1-6 will be selected--blue**.)
5. Click **All**
6. Click **Show Report**
7. Make sure all sessions and exercises have a ☑.
8. Complete any exercises that have a X next to them.
9. Click **EXPORT as PDF**

10. Save as ***YourLastName Assignment 1a*** on your COMPUTER OR **USB flash drive**.
11. Check your Flash drive or computer location to make sure you have this PDF file saved.



12. From the HOMEPAGE of the Blackboard/Vista site, click on Assignments.
13. You will be in the Assignment Dropbox feature. Notice all your assignments and due dates. These are also noted in the course calendar, and summarized on the last page of this syllabus.
14. Click on the assignment you wish to upload, attach the PDF file, include a comment if desired, and then click "submit."

When you need to submit remaining assignments:

- Do not skip any assignments.

1. From the Paradigm **Welcome Screen (HOME TAB)**, click on **Reports/Progress Reports**
2. Click the first lesson in your assignment
3. Hold down the SHIFT key and scroll to the last lesson in your assignment
4. Click on the last lesson. (**The lessons in your assignment will be highlighted**.)
5. Click **All**
6. Click **Show Report**
7. Make sure all sessions and exercises have a ☑.
8. Complete any exercises that have a X next to them.
9. Click **EXPORT as PDF**
10. Save as ***YourLastName Assignment # (2, 3, etc.)*** on your USB Flash drive or computer.
11. Check your Flash drive or computer to make sure you have this PDF file saved.
12. From the HOMEPAGE of the Blackboard/Vista site, click on Assignments.
13. You will be in the Assignment Dropbox feature. Notice all your assignments and due dates. These are also noted in the course calendar, and summarized on the last page of this syllabus.
14. Click on the assignment you wish to upload, attach the PDF file, include a comment if desired, and then click "submit."

COURSEWORK

ASSIGNMENT 1A
Unit 1--Sessions 1-13 (Divided into two parts – 1A and 1B)
Alphabetic Keys

★★★ **After each assignment is submitted a quality posting is required.**
SEE PARTICIPATION REQUIREMENTS AT THE END OF THIS SYLLABUS

☐ Complete all *On-Screen Getting Started Exercises* first (the green section of each Session)
☐ Then, complete all *Textbook Exercises Reinforcement* (the blue section of each Session)
Read the *Ergonomic Tips* before beginning your Session; review it after completing the Session.

INTRODUCTION

Page xi –xii Read #7-11, **Essential Program Commands and Features** (disregard printing at the end of a session)

Page xii Read **Program Hints** for information only. We will instruct you how to print and submit assignments later in the syllabus.

VIEW SESSION 1 VIDEOS/Course Content)
- ☐ Session 1-Getting Started
- ☐ Session 1-Textbook Reinforcement

Session 1-- The Home Row, Space Bar, Enter

TIP Sit in a comfortable, relaxed position directly in front of the keyboard.

- Page 2--#7 You do this step only one time
- Page 3—Read all material on this page
- Page 4—When you reach this point, you will have finished the on-screen exercises and you will now key the copy (material) in the orange shaded steps in the middle of the page.
- Page 5—Exiting the Session—disregard text directions. Follow directions under **General Directions** above.

Session 2-- Right Shift, H, E Correcting Errors

- For this Session and all Sessions following, continue your excellent drill practice as outlined in Session 1 above!
- Read the Ergonomic Tip on Page 10 before beginning your Session; review it after completing the Session.
- Session 2.6: You will be using these features later when you begin your production of business documents—mainly, the Backspace and Delete keys.
  - ☐ During your practices, focus on correct fingering; you will be able to backspace to correct when you start creating your documents later in the course.
- Keep your eyes on the screen for On-Screen Exercises and on your textbook for Textbook Exercises
  - ☐ Do not look at your fingers as you are typing. Check your posture; take a short break away from the computer every hour.
- Feel free to practice more times than your book suggests
  - ☐ Move on to the next exercise ONLY when you feel you can type confidently without looking at your hands (yes, it is OK to check your fingers for correct key positioning occasionally, but don't make it a habit!)

TIP Keep wrists flat and at least 2 inches off the desktop.

Session 3-- Period, T, Comma, Caps Lock

TIP Keep eyes on source copy during and following return and tab.

Session 4-- N, Left Shift, Colon, Review of Correcting Errors

TIP Use only finger, **not wrist**, movements to strike keys.

Session 5-- I, G, Word Wrap, Tab Default

TIP Keep fingers well curved and upright over home keys.

Session 6-- Reinforcement, **Sessions 1-5**

- This session is an EXCELLENT REVIEW of everything you have learned! Spend uninterrupted, quality time on this session—work on those one-minute timings!
- Ask for help from the lab staff if and when you need it!

TIP Keep feet on floor for proper body balance.

SUBMIT ASSIGNMENT 1A	Submit your PROGRESS REPORT—SESSIONS 1-6 DIRECTIONS: Follow steps indicated in GENERAL DIRECTIONS above. ★Your report must show all exercises completed ☑ in order to receive full points.	10 pts.

☐ Complete all On-Screen Getting Started Exercises first (the green section of each Session) ☐ Then, complete all Textbook Exercises Reinforcement (the blue section of each Session) ☐ Read the Ergonomic Tips before beginning your Session; review it after completing the Session.		
Session 7-- P, R, Question Mark **TIP** Depress shift key as character is stuck. Use alternate shift keys. **HINT** Follow all ending punctuation marks with one space only.		
Session 8-- M, V **TIP** Make quick-snap keystrokes with immediate key release.		
Session 9-- O, B, W **TIP** Return quickly whenever a hard return is required.		
Session 10-- Reinforcement, Sessions 1-9 **TIP** Keep eyes on source copy during and following return. **HINT** Speed and accuracy cannot be achieved in the same drill; therefore, push for speed, then slow down and concentrate on accuracy.		
Session 11-- U, Z, C **TIP** Position your copyholder about the same distance from your eyes as the monitor so that your eyes don't have to refocus with different distances.		
Session 12-- Y, X, Q **TIP** To sharpen the image, adjust the brightness/contrast controls on your computer screen.		
Session 13-- Reinforcement, Sessions 1-12 ▪ EXCELLENT REVIEW of everything you have learned! Spend uninterrupted, quality time on this Session—work on those one-minute timings! **TIP** To minimize eye strain, align the computer monitor and keyboard directly in front of you.		
SUBMIT ASSIGNMENT 1B	Submit your PROGRESS REPORT—SESSIONS 7-13 DIRECTIONS: Follow steps indicated in GENERAL DIRECTIONS above. ★Your report must show all exercises completed ☑ in order to receive full points.	10 pts.
CONGRATULATIONS! You have completed the alphabetic portion of your keyboarding skill development and should be typing confidently with all of your fingers, not looking at your hands or keyboard, and making a minimum number of errors. Speed development takes practice, so don't be discouraged if your speed is not at 25 WAM at this time; you will improve the more you type!		
SELF TECHNIQUE REVIEW 1 **DO NOT SKIP THIS EXERCISE WHICH IS DESIGNED TO HELP YOU!**	**VIEW VIDEO-HOW TO-Technique Review** This technique review must be done now! A submission after this point will not be counted. ☑ Print Technique Review 1 Directions.rtf located under Course Content ☑ Print Technique Review 1 Form.rtf located under Course Content. 1. Evaluate your own technique. 2. Be sure you know how to alternate the left and right hand shift keys for uppercase letters. (Review Lessons 2 and 4) 3. Use the Word Processing screen in your software to practice until you feel comfortable. 4. Key at a steady, even pace. Speed SHOULD NOT BE a factor in your self evaluation. 5. Score yourself and then write a few quality comments about your skills. 6. Send your Technique Review 1.doc in the Assignment Dropbox. 7. Continue with ASSIGNMENT 2	**Up to 50**
ASSIGNMENT 2 Unit 2--Sessions 14-17 Numeric Keys		

☐ Complete all On-Screen Getting Started Exercises first (the green section of each Session)
☐ Then, complete all Textbook Exercises Reinforcement (the blue section of each Session)
☐ Read the Ergonomic Tips before beginning your Session; review it after completing the Session.

Session 14--1, 2, 3

TIP Sit in a slightly reclined position with thighs parallel to each other. In other words, do not cross your legs as it cuts circulation.

HINTS

- Keying numbers requires a great deal of concentration; therefore push for speed and then concentrate on accuracy.
- Use the Home Row method (anchor the left hand on **asdf**, the right hand on jkl;).
- When letters and numbers are combined, think of the letter(s) plus a two- or three-digit number (for al13, think a/one-thirteen).

Session 15--4, 5, 6

TIP Keep both feet flat on the floor or a footrest.

Session 16--7, 8, 9, 0, Comma, Decimal

TIP The human body is made to move. When you stay in one position too long, you will end up stiff, sore, and stressed. After sitting at your workstation for 45 – 60 minutes, stand up and stretch your arms and legs.

Session 17-- Number Patterns, Using Preset Tabs

TIP You shouldn't have to reach for your keyboard. Move the keyboard so that you can keep your elbows at your side as you position your fingers over the home

HINTS

- Numbers may be keyed more rapidly if they are read as groups. As you learn to read numbers as groups, you will be able to concentrate on accuracy.
- Emphasis is to be placed on accuracy when keying numbers. row keys.

SUBMIT ASSIGNMENT 2	Submit your PROGRESS REPORT—SESSIONS 14-17 DIRECTIONS: Follow same procedures as previous assignment. ★Your report must show all exercises completed ☑ in order to receive full points.	20 pts.

ASSIGNMENT 3
Unit 3--Sessions 18-23
Punctuation/Symbol Keys

☐ Complete all On-Screen Getting Started Exercises first (the green section of each Session)
☐ Then, complete all Textbook Exercises Reinforcement (the blue section of each Session)
☐ Read the Ergonomic Tips before beginning your Session; review it after completing the Session.

Session 18--Hyphen, Dash, Underscore--3-minute timings start

- Don't try to master the symbols; just be familiar with where they are located and how they are used.

TIP Try using a document stand to hold your source materials – position it so that the distance from your eyes to the copy is the same distance as your eyes to the screen.

Session 19--Apostrophe, Quotation Mark

TIP Clean your monitor regularly with an anti-static screen cleaner recommended by the manufacturer.

Session 20--Exclamation Point, Pound/Number Sign, Dollar Sign, Ampersand

TIP If you are experiencing eye pain, flashes of light, floaters, blind spots, or blurred vision make an appointment immediately with a qualified professional.

Session 21--Percent Sign, Asterisk, Left and Right Parentheses, Left and Right Brackets

TIP Rest your forearms on the edge of the table. Grasp fingers of one hand and gently bend back your wrist for five second to relax your hand and fingers.

Session 22--At, Equals, Plus Signs

TIP Use a desk lamp (task lighting) instead of overhead lights to eliminate screen glare.

Session 23--Exponent Sign, Less Than, Greater Than Signs, Slash or Diagonal, Backslash

Wow—this Session was lots of fun!! You now know where these symbols are located and how they are used!

TIP Use your entire hand to depress hard-to-reach keys rather than forcing your hands into awkward positions. Make sure that you bring your fingers back to the home row keys.

SUBMIT ASSIGNMENT 3	Submit your PROGRESS REPORT—SESSIONS 18-23 DIRECTIONS: Follow same procedures as previous assignment. ★Your report must show all exercises completed ☑ in order to receive full points.	20 pts.
SELF TECHNIQUE REVIEW 2 **DO NOT SKIP THIS EXERCISE WHICH IS DESIGNED TO HELP YOU!**	**VIEW VIDEO-HOW TO-Technique Review** ☑ This technique review must be done now! A submission after this point will not be counted. ☑ Print Technique Review 2 Directions.rtf located under Course Content ☑ Print Technique Review 2 Form.rtf located under Course Content. 1. Evaluate your own technique. 2. Be sure you know how to alternate the left and right hand shift keys for uppercase letters. (Review Lessons 2 and 4) 3. Use the Word Processing screen in your software to practice until you feel comfortable. 4. Key at a steady, even pace. Speed SHOULD NOT BE a factor in your self evaluation. 5. Score yourself and then write a few quality comments about and how you have improved. 6. Send your Technique Review 2.doc in the Assignment Dropbox. 7. Continue with ASSIGNMENT 4	**Up to 50**

ASSIGNMENT 4
Unit 4—Sessions 24-27
10-Key

☐ Complete all On-Screen Getting Started Exercises first (the green section of each Session)
☐ Then, complete all Textbook Exercises Reinforcement (the blue section of each Session)
☐ Read the Ergonomic Tips before beginning your Session; review it after completing the Session.

Session 24--Home Row (4, 5, 6), 0, NUM LOCK, 10-key numeric keypad ENTER Key
TIP Keep neck and shoulders relaxed.
HINTS
- Keep your eyes on the copy.
- Using the 10-key numeric keypad will enable you to enter numbers more rapidly and accurately.

Session 25--7, 8, 9
TIP For relaxation, lightly clench your hand and release, fanning out fingers, five times.

Session 26--1, 2, 3
TIP Personalize your work area by having pictures of family and friends.

Session 27--Reinforcement, Sessions 1-26
TIP Slowly lift shoulders while inhaling, and then slowly drop shoulders while exhaling; this will help you relax.

SUBMIT ASSIGNMENT 4	Submit your PROGRESS REPORT—SESSIONS 24-27 DIRECTIONS: Follow same procedures as previous assignment. ★Your report must show all exercises completed ☑ in order to receive full points.	20 pts.

ASSIGNMENT 5
Unit 5—Sessions 28-30
Composition

☐ Complete all On-Screen Getting Started Exercises first (the green section of each Session)
☐ Then, complete all Textbook Exercises Reinforcement (the blue section of each Session)
☐ Read the Ergonomic Tips before beginning your Session; review it after completing the Session.

Outcomes for Composition Skill Development Sessions 28-30
- Keying a one-word response to a question.
- Keying a phrase response to a question.
- Keying a sentence response to a question.
- Keying a paragraph response to a question.

VIEW YOUR TIMING GRAPH—Click on

Session 28--Word Response—5-minute timings start

TIP Take small breaks as short as 10 seconds every 30 minutes to stretch; this will help you relax..

HINT

- Composing at the keyboard is a very important skill to develop. You will learn skills that will help you to develop documents quickly and efficiently.

Session 29--Phrase/Sentence Response

TIP Sit up straight, drop your shoulders back, and let your arms and hands hang loosely. This takes the strain off your back and allows your lungs and other organs to function correctly.

Session 30--Sentence/Paragraph Response

WHAT A GREAT REVIEW!! Spend uninterrupted, quality time on this Session—a reprieve from timings!

TIP Remember, you can make many adjustments in your own environment at little or no cost to you or your employer.

SUBMIT ASSIGNMENT 5	Submit your PROGRESS REPORT—SESSIONS 28-30 DIRECTIONS: Follow same procedures as previous assignment. ★Your report must show all exercises completed ☑ in order to receive full points.	20 pts.

ASSIGNMENT 6
Unit 6—Sessions 31-33
Skillbuilding and Reinforcement

- ☐ Complete all On-Screen Getting Started Exercises first (the green section of each Session)
- ☐ Then, complete all Textbook Exercises Reinforcement (the blue section of each Session)
- ☐ Read the Ergonomic Tips before beginning your Session; review it after completing the Session.

Session 31--Review of Letters A-I, Numbers, and Punctuation Keys

TIP Use wrist pads to help keep wrists in neutral position and support forearm on desk when using a mouse.

Session 32--Review of Letters J-R, Numbers, and Punctuation Keys

TIP Place your monitor at a right angle (perpendicular) to a window to reduce glare on your monitor and sun in your eyes.

Session 33--Review of Letters S-Z, Numbers, and Punctuations Keys

TIP Have a complete eye exam by a qualified professional at least every two years.

SUBMIT ASSIGNMENT 6	Submit your PROGRESS REPORT—SESSIONS 31-33 DIRECTIONS: Follow same procedures as previous assignment. ★Your report must show all exercises completed ☑ in order to receive full points	20 pts.

ASSIGNMENT 7
Unit 7
Proofreading and Word Processing Techniques
Session 34

★Beginning with this Session and all Sessions following, timed writings should have 1 error or less per minute. For example, one-minute timings should have 1 or less errors; three-minute timings should have 3 or less errors, and five-minute timings should have 5 or less errors. This is stricter than the textbook, but follows international typing rules.

VIEW YOUR TIMING REPORT

- Click on REPORTS/TIMING PERFORMANCE REPORT
- View all your timings. Have an instructor go over them with you

VIEW YOUR TIMING REPORT GRAPH

- Click on Show Graph from the Timing Performance Report Screen
- Notice your speed and your errors. Try always to improve speed and lessen errors

- ☐ Complete all On-Screen Getting Started Exercises first (the green section of each Session)
- ☐ Then, complete all Textbook Exercises Reinforcement (the blue section of each Session)
- ☐ Read the Ergonomic Tips before beginning your Session; review it after completing the Session.

Session 34--Proofreading/Word Processing Techniques

FOLLOW THESE STEPS AFTER COMPLETING EACH DOCUMENT

1. Key your document
2. PROOFREAD CAREFULLY
3. Make any corrections **BEFORE** you CHECK it
4. Your first CHECK will always be saved. You cannot go back and alter this document. We want you to learn to proofread before first checking your documents for the first time. This helps you to be efficient!
5. Of course, you may go back in afterwards and correct any errors.
6. Save your with your corrections. Follow your textbook for naming conventions.

TIP Press your hand on a firm, flat surface for five seconds to relieve muscle tension.

☐ Document A (034wpra.rtf) Practice cursor movement within paragraphs
☐ Document B (034wprb.rtf) Paragraphs with proofreader's corrections
☐ Document C (034proc.rtf) Correcting errors within sentences
☐ Document D (034prod.rtf) Correcting errors within paragraphs
☐ Document E (034proe.rtf) Keying and proofing technical material

SUBMIT ASSIGNMENT 7	Submit your PROGRESS REPORT—SESSION 34 DIRECTIONS: Follow same procedures as previous assignment. ★Your report must show all exercises completed ☑ in order to receive full points	20 pts.

ASSIGNMENT 8
Unit 8--Sessions 35-38
Memos and Emails

☐ Complete all *On-Screen Getting Started Exercises* first (the green section of each Session)
☐ Then, complete all *Textbook Exercises Reinforcement* (the blue section of each Session)
☐ Then, study the descriptive information relating to the documents in the Textbook Exercises; complete just the documents listed below
☐ ***Key* and save just the Documents listed below;** be sure to click *Check* to automatically name, save, and check your documents. Strive for error-free documents the first time they are keyed.

Read the *Ergonomic Tip*s before beginning your Session; review it after completing the Session.

Session 35--Memos and E-Mail

TIP With the fist down, press against the knuckles of the closed hand. Resist for five seconds on each knuckle. Repeat series five times. This helps the circulation in your hands and fingers.

☐ Document A (035proa.rtf) Memo with an attachment and copy notations
☐ Document B (035prob.rtf) Memo with a left margin indent on one paragraph
☐ Document C (035prod.rtf) Memo with left and right alignment

Session 36-- E-mail Messages

TIP Vary tasks during the day to break up repetitive routines. This improves your ability to concentrate.

☐ Document A (036proa.rtf) E-mail message with emphasis on formatting
☐ Document B (036prob.rtf) E-mail message with left and right alignment and bolding
☐ Document C (036proc.rtf) E-mail message with indented paragraphs and italicized text

Session 37-- Memorandums and E-mail Review

TIP With arms hanging at your sides, gently circle shoulders forward and then backward. This helps to relax your upper body muscles.

☐ Document A (037proa.rtf) Memo with italicized words
☐ Document B (037prob.rtf) Memo with bolded words
☐ Document C (037proc.rtf) Memo with left and right indent and underlined Words

Session 38--Production Progress Check: Memorandums and E-mail

TIP The next time you buy eyeglasses, tell your optometrist or optician about your computer use patterns. This is especially important if you wear bifocals to minimize having to tilt your head to see the screen.

☐ Document A (038proa.rtf) Memo with italicized text
☐ Document B (038prob.rtf) Memo with bolded text
☐ Document C (038proc.rtf) Memo with underlined text and left and right indent

SUBMIT ASSIGNMENT 8	Submit your PROGRESS REPORT—SESSION 35-38 DIRECTIONS: Follow same procedures as previous assignment. ★Your report must show all exercises completed ☑ in order to receive full points	20 pts.

ASSIGNMENT 9
Unit 9--Sessions 39-47
Letters

☐ Complete all *On-Screen Getting Started Exercises* first (the green section of each Session)

☐ Then, complete all *Textbook Exercises Reinforcement* (the blue section of each Session)

Read the *Ergonomic Tip*s before beginning your Session; review it after completing the Session.

Session 39-- Personal Business Letters

TIP Place fingertips on shoulders, bring elbows together in front of your chest, and lift them. Then allow elbows to swing open. This will help you relax your upper body muscles.

☐ Document A (039proa.rtf) Personal business letter with italicized text
☐ Document B (039prob.rtf) Personal business letter with bolded text
☐ Document C (039proc.rtf) Edited personal business letter with underlined text

Session 40-- Business Letters

TIP Shifting position in your chair rotates stress between different muscle groups allowing some to rest and recuperate.

☐ Document A (040proa.rtf) Business letter with bullets
☐ Document B (040prob.rtf) Handwritten business letter
☐ Document C (040proc.rtf) Edited business letter

Session 41-- Business Letters

TIP Maintain the natural "S" of your spine when you are seated. Sit up straight so that the back rest of your chair fits the small of your back. This helps minimize backaches.

☐ Document A (04lproa.rtf) Edited business letter with wide margins
☐ Document B (041 prob.rtf) Business letter with narrow margins and indented text
☐ Document C (04lproc.rtf) Handwritten business letter with wide margins and bulleted items

Session 42-- Business Letters

TIP Take longer breaks from your computer every two hours – at least every 15 minutes

☐ Document A (042wpra.rtf) Move (cut and paste) paragraphs in letter 04lprob.rtf
☐ Document B (042prob.rft)Edited business letter with left and right alignment
☐ Document C (042wprc.rtt) Move paragraphs in letter 042prob.rtf

Session 43-- Business Letters

TIP Blink often and take frequent opportunities to look away from your screen at an object farther away. This gives your eye muscles a break.

☐ Document A (043wpra.rtf) Business letter, 041prob.rtf, edited with search and replace
☐ Document B (043prob.rtf) Edited business letter with wide margins
☐ Document C (043wprc.rtf) Business letter, 042proc, edited with search and replace

Session 44-- Two-Page Business Letters

TIP Turn your head to look over your right shoulder, back to the front, and then over your left shoulder. This helps your neck muscles to relax.

☐ Document A (044proa.rtf) Two-page letter with a hard page break and bulleted paragraphs
☐ Document B (044prob.rtf) Two-page letter with a hard page break and numbered paragraphs
☐ Document C (044wprc.rtf) Two-page letter, 044proa.rtf, edited for search and replace

Session 45-- Letters of Application and Resumes

TIP While legs are straightened to the front, circle feet to relax ankle muscles.

☐ Document A (045proa.rtf) Letter of application with italicized text
☐ Document B (045prob.rtf) Letter of application
☐ Document C (045wprc.rtf) Letter of application for a full time job

Session 46-- Business Letter Review

TIP To relax, squeeze a tennis ball or another solid object in your fist for 10 seconds and then let go and repeat.

☐ Document A (046proa.rtf) Edited business letter with wide margins andbolded text
☐ Document B (046prob.rtf) Edited two-page business letter with a hard page break, and numbered paragraphs
☐ Document C (046wprc.rtf) Search and replace and cut and paste used inletter 041prob.rtf

Session 47-- Production Progress Check: Letter Preparation Assessment

TIP Getting up and walking down the hall relaxes your hands, wrists, arms, back, neck, eyes, and mind—by moving, you increase productivity.

☐ Document A (047proa.rtf) Handwritten business letter
☐ Document B (047prob.rtf) Edited business letter
☐ Document C (047proc.rtf) Business letter with wide margins and left and right margin alignment

SUBMIT ASSIGNMENT 9	Submit your PROGRESS REPORT—SESSION 39-47 DIRECTIONS: Follow same procedures as previous assignment. ★Your report must show all exercises completed ☑ in order to receive full points	20 pts.

ASSIGNMENT 10
Unit 10--Sessions 48-53
Business Reports

☐ Complete all On-Screen Getting Started Exercises first (the green section of each Session)
☐ Then, complete all Textbook Exercises Reinforcement (the blue section of each Session)
☐ Read the Ergonomic Tips before beginning your Session; review it after completing the Session.

Session 48-- Memo Reports; Maintaining Documents on Disk

TIP Keep your neck straight or bent slightly forward to minimize straining your neck muscles.

☐ Document A (048proa.rtf) Memo report with page numbers and lettered and numbered paragraphs
☐ Document C (048wprc.rtf) Students create a fax transmittal form

Session 49-- Memo Reports

TIP Keep the angle between your trunk and thigh greater than 90 degrees when seated. If you lean forward when sitting, it puts pressure on your back muscles and vertebrae

☐ Document A (049proa.rtf) Memo report with a header, page numbering,bolded text, and bulleted items
☐ Document B (049wprb.rtf) Memo report 049proa.rtf used for a search and replace activity

Session 50-- Formal Business Reports

TIP Try standing while you do some of your tasks. Often this will increase your productivity.

☐ Document A (050proa.rtf)
Edited formal business report with a wide left margin, bolded text, bulleted and numbered paragraphs, new tab stops, left and right tab alignment, headers, page numbers, and underlined text

Session 51-- Formal Business Reports

TIP Alternate between your mouse and your keyboard. Depending on the movement of the printing point indicator, some moves can be made easier with the mouse and some with the up, down, left and right arrows keys. Going from the keyboard from the keyboard to the mouse and arrow keys relieves pressure on the hand and fingers.

☐ Document A (051proa.rtf) Edited letter of transmittal with a wide left margin and italicized text
☐ Document B (051prob.rtf) Formatted title page for a formal business Report

Session 52-- Specialized Business Reports

TIP Room lighting should be bright enough to allow everyone to see but not so bright as to compete with the monitor.

☐ Document A (052proa.rtf)
Edited specialized business report with indented paragraphs, underlining, horizontal centering, page numbering

Session 53 Production Progress Check: Business Reports

TIP Keep your phone within easy reach and on the most convenient side. If you hold the phone with your left hand, your telephone should be on the left side.

☐ Document A (053proa.rtf)
Handwritten memo report with numbered paragraphs, new tab setting, header and page numbering, and underlining and print it

SUBMIT ASSIGNMENT 10	Submit your PROGRESS REPORT—SESSION 48-53 DIRECTIONS: Follow same procedures as previous assignment. ★Your report must show all exercises completed ☑ in order to receive full points	20 pts.

ASSIGNMENT 11
Unit 11--Sessions 54-59
Manuscripts

☐ Complete all On-Screen Getting Started Exercises first (the green section of each Session)
☐ Then, complete all Textbook Exercises Reinforcement (the blue section of each Session)
☐ Read the Ergonomic Tips before beginning your Session; review it after completing the Session.

Session 54-- Unbound Manuscripts
TIP Think about using a keyboard tray if your desk will not accommodate your keyboard properly.
☐ Document A (054proa.rtf)
Manuscript outline featuring horizontal centering, aligning, and setting tabs
☐ Document B 054prob.rtf)
Unbound manuscript using the features for double spacing, changing margins, horizontal centering, and page numbering

Session 55-- Unbound Manuscripts
TIP Keep the angle between your calf and thigh greater than 60 degrees when seated. This relieves built-up pressure and cramping in your legs.
☐ Document A (055proa.rtf)
Unbound manuscript featuring changing line spacing, changing margins, and page numbering
☐ Document B (055prob.rtf)
Unbound manuscript including bolding, underlining, page numbering, and changing line spacing

Session 56-- Bound Manuscripts
TIP Recline when you can and sit back when you are talking on the phone or with people. This will help you to relax and think better.
☐ Document A (056proa.rtf)
Edited bound manuscript using all the word processing features listed above in PWP Activities

Session 57-- Bound Manuscripts: Boxed Tables
TIP Instead of a mouse, try a trackball or touch pad. Individuals working with laptop Computers generally have this option.
☐ Document A (057wpra.rtf) 3-column table
☐ Document B (057wprb.rtf) Adding a border and shading to 057wpra.rtf
☐ Document C (057wprc.rtf) 3-column table (a change in column width, add border and shading)
☐ Document D (057wprd.rtf) Merging cells
☐ Document E (057wpre.rtf) 2-column table with left and right column alignment and merging cells

Session 58-- Research Source Notes Used with Manuscripts
TIP While sitting, straighten and stiffen each leg to the front and push the heel away so that the back of the leg is stretched. This will help relax leg muscles and joints.

NOTE: There is a lot of detailed information in this Session regarding text notes, footnotes, and endnotes; since these are automatic functions in a word processing program, you will only practice how to format a bibliography.

☐ Document C (058wprc.rtf) Bibliography with the hanging indent format

Session 59-- Production Progress Check: Manuscripts
TIP Keep wrists in nonbent position. This helps reduce repetitive stress injuries.
☐ Document A (059proa.rtf) Edited unbound manuscript using double spacing and page numbering features
☐ Document B (059prob.rtf) Edited bound manuscript using all the features listed in the PWP Features above

SUBMIT ASSIGNMENT 11	Submit your PROGRESS REPORT—SESSION 54-59 DIRECTIONS: Follow same procedures as previous assignment. ★Your report must show all exercises completed ☑ in order to receive full points	20 pts.

ASSIGNMENT 12
Unit 12--Session 60
Productivity Check

☐ Complete all On-Screen Getting Started Exercises first (the green section of each Session)
☐ Then, complete all Textbook Exercises Reinforcement (the blue section of each Session)
☐ Read the Ergonomic Tips before beginning your Session; review it after completing the Session.

Session 60-- Document Preparation Productivity Check

☐ Document A (060proa.rtf)
Handwritten business letter

☐ Document B (060prob.rtf)
Edited unbound manuscript, includes changing line spacing

☐ Document C (060proc.rtf)
Edited memo report including all the PWP features listed above except changing line spacing

☐ Document D (060wprd.rtf)
Memo report to the instructor evaluating this course and the textbook; describe what you have accomplished; strengths and weaknesses of the text and software; how can they be improved; what was your favorite session; and why.

- Proofread carefully
- Print this out as a separate document.

SUBMIT ASSIGNMENT 12	Submit your PROGRESS REPORT—SESSION 60 DIRECTIONS: Follow same procedures as previous assignment. ★Your report must show all exercises completed ☑ in order to receive full points **Document D will also be attached to your Progress Report**.	20 pts.

VIEW YOUR TIMING REPORT

- Click on REPORTS/TIMING PERFORMANCE REPORT
- View all your five-minute timings. Have an instructor go over them with you.

VIEW YOUR TIMING REPORT GRAPH—5-minute timings

- Click on Show Graph from the Timing Performance Report Screen

FINAL TIMING REPORT **5-minute timings**	**FIVE-MINUTE TIMINGS SHOULD HAVE NO MORE THAN 5 ERRORS** ▪ Submit your **Timing Performance Report** (Reports/Timings Performance Report) ▪ Make sure it shows **5 timings with 5 errors or less.** ▪ Repeat some five-minute timings, if necessary, to reach your desired goal. (see scale below) ☐ Lessons 41-46 and 53-59 contain 5-minute timings. You have done these as part of your coursework. You may repeat any that you wish. ★★★ Congratulations! You have finished all the requirements for this class. You have all the skills to be productive in your college work and the business world!	

	5-MINUTE TIMING SCORES		
SUBMIT FINAL TIMINGS	**WAM**	**POINTS**	Up to 60 pts.
	40	60	
	35	50	
	30	40	
	20	30	
	10	20	

PARTICIPATION	★★★ **Participation is measured by the quality postings you contribute to the class after each assignment.** ★★★ **A quality discussion board posting is required after each assignment submittal** **NOTE: All** 16 **QUALITY** Postings after **Each** Assignment and Technique Review	0 to 100 pts

WE VALUE ANY COMMENTS THAT WILL MAKE THIS CLASS BETTER FOR FUTURE STUDENTS

SEE THE FOLLOWING PAGE FOR A GRADING SCALE AND A SUMMARY OF ASSIGNMENTS.

CONGRATULATIONS YOU HAVE FINISHED THIS KEYBOARDING COURSE!

SUMMARY OF ASSIGNMENTS Consult your full syllabus above				
Week/s	**Due**	**Assignment**	**Name**	**Points**
9/1-9/7*	**Thur Sep 4 11:55pm**	**ORIENTATION**	**Email to Instructor and Introduction Posting**	**1 Extra Cr**
	Thur Sep 4 11:55pm	1A	PROGRESS REPORT—SESSIONS 1-6	10
9/8-9/14*	Thur Sep 11 11:55pm	1B	PROGRESS REPORT—SESSIONS 7-13	10
		TR1	Technique Review 1.doc in the Dropbox	Up to 50
9/15-9/21	Thur Sep 18 11:55pm	2	PROGRESS REPORT—SESSIONS 14-17—Unit 2	20
9/22-9/28*	Thur Sep 25 11:55pm	3	PROGRESS REPORT—SESSIONS 18-23—Unit 3	20
		TR2	Technique Review 2.doc in the Dropbox	Up to 50
9/29-10/5	Thur Oct 2 11:55pm	4	PROGRESS REPORT—SESSIONS 24-27—Unit 4	20
10/6-10/12	Thur Oct 9 11:55pm	5	PROGRESS REPORT—SESSIONS 28-30—Unit 5	20
10/13-10/19	Thur Oct 16 11:55pm	6	PROGRESS REPORT—SESSIONS 31-33—Unit 6	20
10/20-10/26	Thur Oct 23 11:55pm	7	PROGRESS REPORT—SESSION 34—Unit 7	20
10/27-11/2	Thur Oct 30 11:55pm	8	PROGRESS REPORT—SESSIONS 35-38—Unit 8	20
11/3-11/9		9	START SESSIONS 39-47—Unit 9	0
11/1011/16	Thur Nov 13 11:55pm	9	PROGRESS REPORT– SESSIONS 39-47—Unit 9	20
11/17-11/23	Thur Nov 20 11:55pm	10	PROGRESS REPORT—SESSIONS 48-53—Unit 10	20
Happy Thanksgiving - Take a week off!!! You deserve it!!!				
12/1-12/7	Thur Dec 4 11:55pm	11	PROGRESS REPORT—SESSIONS 54-59—Unit 11	20
12/8-12/14	Thu Dec 11 11:55pm	12	PROGRESS REPORT—SESSION 60—Unit 12	20
12/15-12/21	Thu Dec 18 11:55pm	TIMINGS	**Timing Performance Report**	Up to 60
PARTICIPATION			**All** 16 **QUALITY** Postings after **Each** Assignment and Technique Review	Up to 100
TOTAL				**500**
*			**Two Assignments Due**	

All assignments are due on Thursdays at 11:55pm. Assignments may be submitted after the due date, but will be considered late, will lose 20% of their value – 4 points for assignments worth 20 points, and 10 points for assignments worth 50 points.

Grading Scale	
450-500	A
400-449	B
350-399	C
300-349	D
299 and below	F